Role Description: Trustee

Accountable to	The Board of Trustees
Organisation	Brimingham Museums Trust
Location	Board meetings held in person across BMT sites
Remuneration	Voluntary role with reasonable expenses reimbursed
Time commitment	1-2 days per month

About Birmingham Museums

Birmingham Museums Trust is more than a collection of buildings and objects. We are the guardians of a world-class collection, and active contributors of social change.

As the largest independent trust in the UK, we operate nine museum sites, showcasing the heritage and communities of Birmingham:

- Birmingham Museum & Art Gallery
- Thinktank
- Museum Collection Centre
- Aston Hall
- Blakesley Hall
- Museum of the Jewellery Quarter
- Sarehole Mill
- Soho House
- Weoley Castle

Across those, we manage Birmingham's museum collection on behalf of the City Council: Birmingham's greatest cultural asset, it is one of the top three most important civic museum collections in the UK - a priceless resource for learning, engagement and creativity.

To achieve this vision, our people are at the heart of everything we do. From curators, technicians to catering and visitor experience assistants, we have a diverse team working across our sites and activities. Our strategic plan places diversity and inclusion as a key priority for the business.

Under the leadership of our Co-CEO's Sara Wajid and Zak Mensah, there has never been a more exciting time to join Birmingham Museums. We can only excel however with the right people. We aim to be genuinely welcoming to all people from every background and to be representative of the many communities we serve.

Our mission

Bring Birmingham out by shining new light on people's stories, collections and creativity.

Our vision

A radical reinvention of the museum as a catalyst of cultural and social change.

Our impact on Birmingham

Birmingham is a vibrant, interconnected city where cultural richness thrives, citizens are empowered, communities find joy and belonging, trust is nurtured, inequalities are diminished, and sustainability and equity are central to our society.

Our values

- Radical inclusion
- Collective spirit
- Discovering wonder
- Taking care

Role

The Board of Trustees have ultimate responsibility for directing the affairs of Birmingham Museums Trust (*the Trust*), for ensuring that it is solvent and well managed and for ensuring that it delivers the charitable outcomes referred in the *Articles of Association of Birmingham Museums Trust*.

The board supports the executive team, providing challenge, support and expertise which allow the organisation to deliver against its vision, while continually evolving to meet the needs of our visitors and stakeholders.

The role is voluntary with reasonable expenses reimbursed. Trustees are active advocates for BMT, supporting us in raising our profile and delivering our strategy.

Main duties

Working alongside fellow Board members, Trustees have a responsibility to:

- Set the long-term vision and strategic direction of the Museum.
- Safeguard the Museum's charitable purpose and values.
- Ensure effective use of resources and sound financial stewardship.
- Ensure appropriate oversight of the Museum's collections
- Monitor organisational performance and risk.
- Support and appropriately challenge the executive team.
- Champion diversity, inclusion and accessibility.
- Act as ambassadors for the Museum and its work.
- Help develop partnerships, networks and opportunities that benefit the organisation.

Trustees are not involved in the day-to-day management of the Museum. Instead, they provide strategic leadership, oversight and constructive challenge. Trustees are expected to work collectively, make balanced and informed decisions, and contribute actively to Board discussions and decisions.

Key responsibilities

- Ensuring compliance with the objects, purposes and values of the Trust and with its Memorandum and Articles.
- Setting or approving policies, plans and budgets to achieve the objectives of the Trust and monitoring performance against them.
- Ensuring the solvency, financial strength and good performance of the Trust.
- Accountability to funders.
- Recruitment of the CEO and recommendations as to new Trustees.
- Obtaining legal or independent professional advice where appropriate.
- Ensuring that the Trust complies with all relevant laws and regulations and with the requirements of the Charity Commission.
- Setting and maintaining a framework of delegation and internal control.
- Agreeing or ratifying all policies or decisions on matters which may create significant risk for the Trust, financial or otherwise.
- Developing or have an understanding and empathy with the demographics and communities that make up the Birmingham City region.
- Through the work of the Trust demonstrate a commitment to Birmingham's Cultural aspirations, and an interest in the role that Culture has to play in the City's economic and social wellbeing.
- Demonstrating a commitment to Birmingham's collections and their care, curation, conservation and presentation to the public.
- Demonstrating an interest in education, in the broadest sense, to ensure it is in evidence through the work of the Trust.
- Upholding the principles set out in the Museums Association Code of Ethics.
- Demonstrating an understanding of the change agenda that will allow Birmingham Museums Trust to develop access to new sources of funding and new ways of working.

In addition, it should be noted that:

- The Board of Trustees must ensure that the Trust's vision, mission and activities remain true to its objectives.
- All Trustees may from time-to-time assist, support and sometimes lead in fundraising initiatives that have been approved by the Board;
- Trustees are bound by an overriding duty, individually and as a Board, to act at all times reasonably and in the best interests of the Trust.

- Trustees must declare conflicts of interest and absent themselves from discussions where they may arise. They must seek approval from the Board to the existence of conflicts of interest arising from conflicts of loyalty.
- All Trustees are equally responsible in law for the Board's actions and decisions and have equal status as Trustees.
- Regardless of how a Trustees may have been appointed, all Trustees must act personally, and not merely as the representative of some other body.
- Trustees should focus on the strategic direction of the Trust and should not seek to become directly involved in the day-to-day operation of the Trust or in matters which have been delegated to employees of the Trust.
- It is the role of the Co-CEOs of the Trust to provide an effective link between the Trustees and the employees of the Trust. Equally, Trustees are entitled to hold employees to account through the Co-CEOs.

Specific expertise

Trustees will bring expertise and networks in **one or more** of these propriety areas

Property, development and capital delivery

Recent senior experience of property, development or capital project delivery, ideally in the public or cultural sector, able to chair or sit on the Estates Committee.

- Understanding and experience of capital business case development.
- Experience of reviewing and understanding lease agreements.
- Programme management experience in capital project delivery.
- Ability to Chair the Estates Committee

Museum and heritage sector expertise

- Senior museum or heritage sector experience
- Understanding of or experience of a long-term capital or transformation programme within the cultural sector.
- Museum expertise centred on audience development, programming and collections care.

Digital, data and AI

- Expert-level digital, data or AI capability.
- An understanding of how audiences find and consume culture online.

Birmingham representation

Central to the ethos of the Trust is that the board will represent the communities of the city itself, recruited for capability alongside background

Time Commitment & Key Expectations

- Main Board Meetings - Meets 4 times per year on Wednesday afternoons (16:00–18:00) in person at BMT sites across Birmingham.
- On occasion, a written resolution by email may be requested outside of a formal Board meeting.
- Subcommittee Meetings – Representation on a subcommittee may be offered based on skills and experience, (e.g Finance & Risk Committee, Estates Committee). Meetings typically held quarterly.
- Representation as a Trustee Champion may be offered (e.g. Safeguarding, Health & Safety, Equality, Diversity and Inclusion). Meetings typically twice a year.
- Preparation Time - Reviewing board packs, financial reports and strategic proposals prior to meetings.
- Events & Ambassadorship - Optional attendance at exhibition private views, commercial launches, fundraising dinners, and site visits.
- Term & Remuneration - Unpaid voluntary position; reasonable travel and out-of-pocket expenses are reimbursed.

Skills / Competencies for the role

- Community Empathy - Deep understanding of and empathy with the richly diverse demographics, cultures, and aspirations of the Birmingham City region.
- Heritage and Educational Commitment - Passion for civic collections, curation, heritage presentation, and inclusive learning/outreach.
- Change Leadership & Innovation - Openness to organisational change, commercial revenue diversification, and democratic governance models (e.g., sociocracy, Citizens' Jury).
- Governance and Scrutiny - Ability to evaluate financial statements, assess strategic risks, and provide constructive challenge.
- Statutory Eligibility - Compliance with statutory Director duties under the Companies Act 2006 and Charity Commission eligibility standards